

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1920

**Field Office
Distribution**

Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

**National Office
Distribution**

Notices are available on Internet. Handbooks are printed and distributed to the National Office. Some handbooks are available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

**Temporary
Directives**

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AS-2051 10-28-02	Converting From Official Mail Accountability System (OMAS) to Commercial Postage	FFAS Field Offices, except County and Overseas Offices
BU-632 10-25-02	November 2002 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CRP-422 10-28-02	Updated Conservation Reserve Program (CRP) National Conservation Priority Areas (CPA's)	State and County Offices
DAP-144 10-30-02	2002 Livestock Compensation Program (LCP) Clarifications	State and County Offices
DCP-48 10-23-02	Special Provisions for 2002 Direct and Counter-Cyclical Program (DCP) Payment Reductions	State and County Offices
DCP-49 10-24-02	Impact of Subsequent Covered Commodities After Non-Covered Commodities Software Modification	State and County Offices
DCP-50 10-24-02	Loan Deficiency Payment (LDP) and Loan Production Report	State Offices and Service Centers

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**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
DCP-51 10-29-02	Processing the First 2002 Advance Counter-Cyclical Payments for Covered Commodities and Oilseeds	State and County Offices
FLP-278 10-24-02	Borrower Training Requirements	State and County Offices
FLP-279 10-24-02	1951-S Servicing of <i>Pigford</i> Cases Whose Claims Have Been Closed and National Office FLP Programmatic Review	State and County Offices
LD-529 10-24-02	Additional Milk Income Loss Contract (MILC) Program Provisions	State and County Offices
LP-1876 10-24-02	Authorizing 2002 Through 2007 Crop Honey Nonrecourse Marketing Assistance Loan and Loan Deficiency Payments (LDP's) Program Disbursements	State and County Offices
PL-110 10-24-02	Payment Eligibility and Payment Limitation Provisions	State and County Offices
PM-2333 10-21-02	Using Annual Leave to Avoid Forfeiture and Exigency Information	FSA, RMA, and FAS Employees, Except Overseas Employees
PS-441 10-17-02	Instructions for Issuing "Missed" DMLA I, II, and III Payments	State and County Offices
SU-80 10-24-02	Reauthorization to Proceed With 2002 Sugar Loan Disbursements	State and County Offices
TB-1060 10-24-02	2002 Burley Tobacco Designation Information Revision	Burley Tobacco State and County Offices

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Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
12-AO (Rev. 19) Amend. 1 10-17-02	County Office Work Measurement and Fund Allocation System for FY 2003	All Offices Except APFO, KCCO, AK, and HI
1-CM (Rev. 3) Amend. 6 10-29-02	Common Management and Operating Provisions	All FSA Offices
1-FLP Amend. 13 10-24-02	General Program Administration	State and County Offices
13-TB (Rev. 2) Amend. 16 10-24-02	Burley Tobacco Marketing Instructions	Marketing Recorders, Tobacco Dealers, and Warehouse Operators

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
FSA PN Issue No. 150	10-21-02	State and County Offices

Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
12-AO (Rev. 17)	10-17-02	12-AO (Rev. 19) Amend.1
DCP-44	10-24-02	DCP-49
FLP-246	10-24-02	FLP-279
FLP-251	10-24-02	FLP-279
LP-1874	10-24-02	LP-1876
TB-1059	10-24-02	TB-1060

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	71	09-10-02	Lease Market Survey	CCC0071.PDF	Electronic Form	Sheet	County Offices	30-AS, 31-AS	RLP8-2	This form was revised and is available electronically. Destroy old stock.
CCC	106-1	04-11-96	Advice of Vessel Approval (Supplier of Commodity)	nofile.htm	N/A	Set/6	KCMO and FAS	8-FI, 39-FI		This form is obsolete. Destroy all stock.
CCC	106-3	10-19-93	Advice of Vessel Approval (Cotton)	nofile.htm	N/A	Set/5	WCD-KCCO	8-FI, 39-FI		This form is obsolete. Destroy all stock.
CCC	448	04-28-97	NAP Payment Calculation Worksheet (Loss of Expected Production)	CCC0448.PDF	Electronic Form	Sheet	County Offices	1-NAP		This form is available electronically in PDF-Audio format.
CCC	509 Appendix	10-01-02	Appendix to Form CCC-509, Direct and Counter-Cyclical Program Contract	CCC0509APPENDIX.pdf CCC0509APPENDIX.DOC	Electronic Form	MP/7	State and County Offices	1-DCP		This form was reissued in MS Word format. No changes were made to the content of the form.
CCC	514-1	04-25-89	Reconciliation Statement, County Office Administrative Expenses	nofile.htm	KC	Sheet	County Offices	12-AO, 115-FI	FM2	This form is obsolete. Destroy all stock.
CCC	531 Appendix	09-30-02	Appendix to Form CCC-531, 2002 Peanut Direct and Counter-Cyclical Program Contract (DCP)	CCC0531APPENDIX.pdf CCC0531APPENDIX.DOC	Electronic Form	MP/4	State and County Offices	1-DCP		This form was reissued in MS Word format. No changes were made to the content of the form.
CCC	677	09-26-02	Farm Storage Note and Security Agreement	nofile.htm	System 36	Sheet	County Offices	2-LP(RICE), 12-AO, 1-COR, 8-LP, 2-LP(HONEY), 2-LP(Grain and Oilseeds), 25-AS, 12-PS, 10-SU, 2-P(Peanuts), 1-PL, PS-309	LP4	This computer generated form was revised. This form will be available on a Special County Office Release. See Notice SU-79.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 5.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FCI	74 T-P-C Peanut	09-02	PEANUT QUALITY ADJUSTMENT WORKSHEET	74tpcpea.doc			RMA and applicable FSA State Offices that have NAP and sell crop insurance			This form is available electronically.
FSA	44	03-03-65	Notice of Key Personnel Absence	nofile.htm	RPL/PDF/WP	Sheet	WDC	1-AO		This form is obsolete. Destroy all stock.
FSA	134	05-03-94	Daily County Office Time and Attendance Record	nofile.htm	RPL/PDF/WP	Sheet	County Offices	25-AS, 1-FI, 22-PM, FSA SUPPL. TO ATR, Travel Management Desk Reference Guide	FM12, FM13-1, FM13-3	This form is obsolete. Destroy all stock.
FSA	540	09-30-02	Notification of Bases and Yields for DCP	nofile.htm	System 36	Sheet	County Offices	1-DCP		This form is new and available electronically. The CG form was released in County Office Release No. 495.
FSA	808	09-25-02	Designation of Burley Tobacco Sales and Request for Marketing Cards	nofile.htm	System 36	Sheet	County Offices	10-TB, 12-AO		The electronic version of this form was cancelled. The CG version of the form is still current.
FSA	1951-39	10-15-02	Debt for Nature Conservation Contract	FSA1951-0039.PDF	Electronic Form	MP/6	County Offices	FSA Instruction 1951-S. FSA PN forthcoming.		This form was revised and is available electronically. Destroy old stock. FSA PN is forthcoming.
FSA-HQ	438	06-20-88	Price Support Work Group Final Report	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
KC	18	09-23-02	Space and Facilities Request Form	KC0018.DOC	Electronic form	MP/2 Head to head	All offices			Revised form; edition date remains unchanged.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
KC	362	10-28-02	Standard Abbreviations Shown on Information Releases	KC0362.PDF KC0362.DOC	Electronic Form	MP/2 Head to head	BCD, EOD			Revised form; destroy all previous stocks/files.
MQ	108-1	12-07-98	Report of Unmarketed Tobacco	nofile.htm	KC Warehouse	Post Card	County Offices	20-AS, 2-PA(SCOAP) 12-AO, 2-CP, 1-TB(SCOAP) 9-TB(SCOAP), 10-TB(SCOAP) 2-DAP	N/A	This form was reprinted. Order form from KC Warehouse. Tentative delivery date is 11-22-02.
RD	1927-1 CA	06-02	Real Estate Deed of Trust for California With Assignment of Rents	RD1927-0001-CA.PDF	Electronic Form	MP/5	California State Office	RD Instruction 1927-B		This form was revised and available electronically. Destroy old stock.

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